



501 HIGH STREET, 2ND FLOOR  
FRANKFORT, KENTUCKY 40601

DEI Memo 19-08

TO: Insurance Coordinators and Human Resource Generalists

FROM: Department of Employee Insurance

RE: Open Enrollment Plan Year 2020

DATE: June 27, 2019

The annual Open Enrollment period for plan year 2020 is **October 14 through October 30, 2019**. KHRIS ESS will be available starting September 30.

#### **Mandatory Enrollment**

- Health Insurance
- Waiver General Purpose HRA
- Waiver Dental/Vision Only HRA

#### **Voluntary Enrollment**

- Healthcare FSA
- Child & Adult Daycare FSA
- Anthem Dental and Vision – pre-tax for 2020

#### **Enrollment Guide**

- The traditional Benefits Selection Guide is transforming into an online Enrollment Guide containing information members need to enroll all year.
- You will receive a mini benefit guide that you can share with your employees and we will have additional copies at benefit fairs.
  - The mini benefit guide will have critical open enrollment information directing members to the online guide to find additional details.

#### **Open Enrollment Exceptions – NEW DEADLINE**

Open Enrollment exceptions **MUST** be signed and received in our office by December 31, 2019 to be considered. Once the plan year starts, we will not accept or review any exception request for an Open Enrollment election; this includes exceptions for people who fail to enroll. Please make sure this is included in any Open Enrollment communication that you send at the agency level. We will post this information on the Open Enrollment website and include with the Open Enrollment KHRIS User ID letter.

#### **Open Enrollment Webinar Training**

Kim Collins will send out invites in late July, so watch your inbox and register for the one that best suits your schedule.

#### **Benefit Fairs**

Benefit fairs start on September 30 with the kickoff in Franklin County and end on October 18. The benefit fair schedule will be available soon. We are very excited again to offer web enrollment kiosks at

all locations. This has proven to be a beneficial service and we encourage you to get the message out to your members to stop by for one-on-one assistance with enrolling.

**Open Enrollment Customer Service Hours**

- October 14 through October 18: 7:30 a.m. to 4:30 p.m.
- October 21 through October 25: 8:00 a.m. to 6:30 p.m.
- October 26: 8:00 to 1:00
- October 28 through October 30: 8:00 a.m. to 8:00 p.m

As more information becomes available, we will send out Open Enrollment updates.